Request for Information (RFI): Archive Management System for the Israel Archive Network Project

1. Introduction
   1.1. The Israel Archive Network Project (herein "the Project"), is a cultural heritage project within the Rehabilitation and Empowering of Cultural Heritage Infrastructure Framework of Projects (TAMAR) of the Government of the State of Israel. The Project is acting to create an Archive Management System (herein "the System") that will serve as an individual archive management system for the archive institutions participating in the project as well as a system for the overall management of all the archives and their records contained within the system.
   1.2. The Project hereby requests information regarding the implementation of the System and/or suppliers who are able and willing to supply the system and its requirements as outlined in the Request for Information document.

   Note: The Word version contains fillable form fields which must be filled out and returned to the requesting party.

2. RFI Response
   2.1. The responder must fill all fields in Section 4, "Evaluation Criteria" in the RFI document in their entirety as indicated in Section 3.2 of the RFI document.
   2.2. The responder may add additional information deemed fit for the purposes of responding to the RFI.
   2.3. The RFI document may be submitted once the responder has completed ALL questions in the RFI document.
   2.4. The responder must submit the completed RFI document by the deadline to the National Library of Israel according to one or more of the following methods:
      2.4.1. As a printed document, submitted in an envelope marked "RFI Response to the Israel Archive Network Archive Management System". The document must be submitted no later than 16:00 on Thursday December 29, 2011 to the main office of the National Library of Israel. The main office is located on the main entrance floor. The National Library of Israel is located on the Hebrew University E.J. Safra Campus, Givat Ram, Jerusalem. The responder is requested to obtain a POD
(proof of delivery) upon submitting the document. Responses sent via post will not be accepted. Responses submitted according to these guidelines will only be considered if they are submitted by the stated deadline.

2.4.2. Via e-Mail to chezkiek@nli.org.il. E-Mail responses must be sent no later than 11:59 pm on Thursday December 29, 2011. The responder must confirm via an e-Mail delivery confirmation that the e-mail has been received. Responses sent via e-mail will only be considered if they are in the e-Mail box by the stated deadline.

3. Terms

3.1. The Request for Information herein does not constitute in any way a tender or bid for proposals. All costs incurred in responding to this RFI will be covered solely by the responder. The responder is not entitled to any compensation or remuneration whatsoever for responding to this RFI.

3.2. Without derogating from Clause 3.1 above, the information received from this RFI process is likely to be used as a guide for the purpose of preparing an RFP / tender for the System in the context of a future tender process which may be published at a future date as determined by the Project management committees.

3.3. This Request for Information does not constitute or create any obligation whatsoever on the part of the Project and/or its managing bodies including the Office of the Prime Minister, The State Archives, or the National Library of Israel to publish any tender whatsoever, nor does this RFI constitute or create any obligation or undertaking whatsoever on or by the Project and/or its managing bodies to any or all of the responders.

3.4. The Project does not guarantee to use any or all of the information received in this RFI. The Project is likely to submit additional requests for information from public or private bodies, or other parties deemed relevant by the Project.

3.5. The Project reserves the right to request a demo or presentation of one or more solutions that were submitted as a response to this RFI. The decision of whether and which demonstrations and/or presentations will be requested is solely in accordance with the decisions of the Project management committees.

4. Administration

4.1. Questions and Clarifications

Questions and clarifications should be addressed to Mr. Chezkie Kasnett, Project Manager of the Israel Archives Network Project via e-Mail or telephone no later than December 28 2011.

e-Mail: chezkiek@nli.org.il
phone: +972-2-658-5022
4.2. Any responses to questions not provided in writing will not be binding on the Project or any of its managing bodies.